

Application Instructions

Step 1: Determining the Correct Application Package

A. Application Package Requirements for Projects with Construction Components under EDA's Economic Adjustment Assistance Program

All applicants seeking assistance for a project with construction components are required to complete and submit the following forms available on www.grants.gov as part of the application package:

- Form SF-424 (*Application for Federal Assistance*)
- Form ED-900 (*Application for Investment Assistance*). (Please see section IV.B. of the applicable Federal Funding Opportunity (FFO) announcement for more information on completing Form ED-900.)
- Form SF-424C (*Budget Information—Construction Programs*)
- Form SF-424D (*Assurances—Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

B. Application Package Requirements for Projects without Construction Components under EDA's Economic Adjustment Assistance Program

All applicants seeking assistance for a project without construction components are required to complete and submit the following forms available on www.grants.gov as part of the application package:

- Form SF-424 (*Application for Federal Assistance*)
- Form ED-900 (*Application for Investment Assistance*). (Please see section IV.B. of the applicable FFO for more information on completing Form ED-900.)
- Form SF-424A (*Budget Information—Non-Construction Programs*)
- Form SF-424B (*Assurances—Non-Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

C. Application Package Requirements—Projects with both Construction and Non-Construction Components under EDA's Economic Adjustment Assistance Program

All applicants seeking assistance for a project with construction components are required to complete and submit the following forms available on www.grants.gov as part of the application package:

- Form SF-424 (*Application for Federal Assistance*)
- Form ED-900 (*Application for Investment Assistance*). (Please see section IV.B. of the applicable FFO for more information on completing Form ED-900.)
- Form SF-424A (*Budget Information—Non-Construction Programs*)
- Form SF-424B (*Assurances—Non-Construction Programs*)
- Form SF-424C (*Budget Information—Construction Programs*)
- Form SF-424D (*Assurances—Construction Programs*)
- Form CD-511 (*Certification Regarding Lobbying*)

D. For all types of applicants

In addition, some applicants for assistance may be required to complete and submit Form SF-LLL (*Disclosure of Lobbying Activities*), which also is available from www.grants.gov. Instructions provided on this form specify when applicants are required to submit this form.

Also, if there are co-applicants for your project, the FFO may instruct that each co-applicant submit certain forms (including Forms SF-424 and SF-424B or SF-424D, as applicable). In such a case, the each co-applicant should download the required forms from www.grants.gov and

include them as attachments (using the “Attachments” form if submitting electronically via www.grants.gov). Please read section IV. of the FFO carefully to ensure all required forms are submitted.

Finally, certain applicants, including non-profits and first time applicants for DOC funding, may be required to complete and submit Form CD-346. EDA will inform applicants if this is required.

Important information about Grants.gov before you begin your application

Grants.gov registration

EDA strongly encourages that applicants not wait to begin the application process through www.grants.gov. Please note that to be able to submit an application through www.grants.gov, applicants must register for a www.grants.gov user id and password. Note that this process can take several days, so applicants should not wait until they have completed the application package to initiate this process. Applicants should register as organizations, not as individuals and must designate one or more Authorized Organizational Representative (AOR) as individuals with authority to submit applications. ***AORs registered at www.grants.gov are the only officials with the authority to submit applications at www.grants.gov, so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected and cannot be considered for the competition.*** Note that a given organization may designate multiple individuals as AORs for www.grants.gov purposes.

Information about the www.grants.gov registration process for organizations can be found at http://grants.gov/applicants/organization_registration.jsp. Applicants should note that organizations already registered with www.grants.gov do not need to re-register; however, all registered organizations must keep their Central Contractor Registration (CCR) registration up to date and must designate the person submitting the application on behalf of the organization as an AOR.

Special characters

Please be advised that Grants.gov provides the following notice with respect to special characters:

Are there restrictions on file names for any attachment I include with my application package?

Please limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) in attachment names and application form fields (including periods (.), blank spaces and accent marks) or attaching documents with the same name. An underscore (example: my_Attached_File.pdf) may be used to separate a file name. Please note that if these guidelines are not followed, your application may be rejected.

In EDA's experience, use of apostrophes (') in file names and fillable fields of required forms has caused the most issues. Accordingly, please apply early and periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

If a response exceeds the field limit requirements of any form, including Form ED-900, the applicant is advised to include the response as an attachment to the application. The applicant should move “Attachments” to the “Optional Documents for Submission” box in the application package, clearly indicate in the form field that the information is included as an attachment (e.g., “see Attachment A.2.”), and upload the information as an electronic file.

Step 2: Submit the Application

The three options for submitting a completed application package are as follows:

- 1) Electronic submission. The steps are as follows:
 - a) Select "Apply for Grants" from the left-hand menu on www.grants.gov.
 - b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
 - c) Select the link "Download a Grant Application" package.
 - d) Enter the appropriate CFDA number or Funding Opportunity Number and click on [Download Package].
 - e) Click on the "download" link.
 - f) Click on "Download Application Package."
 - g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all must have Adobe Acrobat 8.1.3 or higher in order to save changes to the application package.
 - h) Click on each of the documents in the "Mandatory Documents" box and, after selecting each one, click on the arrow to move these into the "Mandatory Documents for Submission" box.
 - i) In the "Optional Documents" box, click on each of the additional documents that are required based on the project type and, after selecting each one, click on the arrow to move these into the "Optional Documents for Submission" box. (See Application Package Requirements for construction and non-construction projects above.) If you will be submitting any forms not available on www.grants.gov (e.g. Form CD-346 for non-profit applicants) or any supplementary information not on the forms you have already selected, also select 'attachments.' EDA is able to accept up to 10 attachments in addition to the forms submitted. The application package should now pre-populate with all selected forms embedded.
 - j) Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type "not awarded yet" in the "project number" field. **Save the application package at regular intervals to avoid losing work.**
 - k) Attach any attachments, as necessary. EDA will accept attachments in PDF, WordPerfect, Microsoft Excel, or Microsoft Word. (Note: Applicants will only be able to do so if they selected 'attachments' as one of the optional documents for submission in step i.)
 - l) When all mandatory fields have been completed, scroll to the top and click on [Check Package for Errors].
 - m) Click [Save].
 - n) Click [Save and Submit]. At this point, you must be connected to the Internet and you will be asked to enter your www.grants.gov logon in order to submit via www.grants.gov.
- 2) Electronic download of the entire screen-fillable application package followed by submission of a submission of a hardcopy application package. The steps are as follows:
 - a) Select "Apply for Grants" from the left-hand menu on www.grants.gov.
 - b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
 - c) Select the link "Download a Grant Application" package.
 - d) Enter the appropriate CFDA number or Funding Opportunity Number and click on [Download Package].
 - e) Click on the "download" link.
 - f) Click on "Download Application Package."
 - g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all

must have Adobe Acrobat 8.1.3 or higher in order to save changes to the application package.

- h) Click on each of the documents in the “Mandatory Documents” box and, after selecting each one, click on the arrow to move these into the “Mandatory Documents for Submission” box.
- i) In the “Optional Documents” box, click on each of the additional documents that are required based on the project type and, after selecting each one, click on the arrow to move these into the “Optional Documents for Submission” box. (See Application Package Requirements for construction and non-construction projects above.) The application package should now pre-populate with all selected forms embedded.
- j) Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type “not awarded yet” in the “project number” field. **Save the application package at regular intervals to avoid losing work.**
- k) Print the application package.
- l) Attach any attachments, as necessary.
- m) Mail the completed application package to the appropriate EDA regional office. For a list of EDA regional offices, please see <http://www.eda.gov/AboutEDA/Regions.xml> .

Applicants should note that all fully completed applications, regardless of the method of submission, will be considered for EDA funding. Incomplete applications will not be considered.